
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6308	SPAHRs Payroll Tables	Effective Date: 09/08/2016
		Version: 5

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Objective

Develop an understanding of the information contained in the payroll tables.

Outcome

The ability to access necessary information from various payroll tables is gained.

Overview

The Maintain Tables process of SPAHRS contains the tables used to record and process data for payroll. These tables include information such as tax codes and rates; earnings codes; deduction codes for insurance, debt, and miscellaneous deductions; worker eligibility types; holidays; leave accrual; work cycles; pay dates; and pay periods. These tables are maintained centrally by a control agency and are available for inquiry only by SPAHRS user agencies.

Other tables may be affected by changes in these tables; for example, changes to FICA or Medicare rates may affect a fringe rate table. Therefore, when a change is made to a table, the user should examine the remaining tables to determine if others may be affected by that change. Because of the importance and impact of these tables, whenever tables are created or updated, one person will be responsible for creating and/or modifying the table; another person must be assigned to verify the changes made.

Agencies may request deduction code changes or additions by submitting a SPAHRS Deduction Code Change Request form to MMRS. The form is located on the MMRS Website (www.dfa.ms.gov/mmrs/) under MMRS Applications>SPAHRS.

KEY CONCEPTS	DESCRIPTION
Tax Codes	Codes set up in the Tax Code Table that identify the various types of taxes taken out of payroll; includes retirement (Public Employees, Legislative, and Highway Patrol). Retirement is treated as a tax and is included in these codes.
Earnings Codes	Codes established in the Earnings Code Table define the type of work activity for which the employee or contractor is reporting time or authorized to receive payment (not all has to be reported). The earnings codes also include all types of leave and travel expenses.
Deduction Codes	Codes set up in the Maintain Deduction Code Table that identify all deductions (insurance, debt, and miscellaneous) that may be selected by an employee. These deductions are prioritized to indicate to the system the order in which they are to be taken from an employee's pay.

KEY CONCEPTS	DESCRIPTION
Holiday Table	Assigns specific dates to state holidays for use in the Report Time process based on the holiday types: regular (H) or teacher (A/T).
Leave Accruals	Establishes accrual guidelines for the system to calculate leave based on type of leave, minimum and maximum allowable amounts, and months of service.
Eligibility Type	Defines the benefits for which an employee is eligible by type of employee or worker (<i>i.e.</i> , permanent full, part time less than 20 hours, etc.). Includes leave accrual, workers compensation, FICA, PERS, etc. These are identified in the Employment process of Human Resources.
Pay Date Table	Defines the pay date and the pay period begin and end dates by frequency; assigns the payroll run number when a preliminary payroll for the pay period is submitted.
Work Cycle Table	Defines the work cycles that are utilized by an agency. Work cycles are used to calculate overtime for employees. An agency can have more than one work cycle but each employee can have only one.

Maintain Payroll Tables

The tables used for payroll are found in the Earnings, Tax, and Deduction Tables Menu and the Other Payroll Tables Menu with two exceptions – 1) the Eligibility Type Table, located in the Employment process and 2) the Accrued compensation Absences-Fringe Rates Table, located in the System Administration process. SPAHRS payroll tables are used to validate information entered during transaction processing and to calculate payroll.

Earnings, Tax, and Deduction Tables

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		06/30/2015
PHIMAINU PHIMAINM Payment Menu		11:08 AM
Code	Description	FastPath
CP	Calculate Pay	CALC
GS	Generate SAAS Transactions	SAAS
RD	Remit Taxes and Deductions Menu	REMD
DP	Distribute Pay	DISP
PA	Approve/Release Pay	RPAY
FT	File Tax Reports	FIAX
AP	Adjust Pay	ADJP
PT	Earnings, Tax, and Deduction Tables	ETDT
OT	Other Payroll Tables	PAYT
PR	Payroll Reports	

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action ...	System Response ...
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		06/30/2015
PHIMAINU PHIMAINM Earnings, Tax, and Deduction Tables Menu		11:20 AM
Code	Description	FastPath
TC	Maintain Tax Code Table	
TR	Maintain Tax Rate Table	TXRT
EC	Maintain Earnings Code Table	EART
DC	Maintain Deduction Code Table	DEDT
BD	Browse Deductions by Priority Code	BRDP
BV	Browse Deduction Table by Vendor Code	

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Tax Code Table (MMRS ONLY)

The Tax Code Table identifies various taxes that may be withheld from income. Some earnings are not subject to certain taxes and some deductions are non-taxable. The tax code from which the earnings or deduction is exempt is coded on the Earnings Code or Deduction Code table, but the earnings or deduction code is reflected on the Tax Code table on the code from which it is exempt.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose TC (Maintain Tax Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Maintain Tax Code Table browse will appear.

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				06/30/2015	
PHPCTC1B	PHPCTC1M	Maintain Tax Code Table				12:32 PM	
Action: (A,D,M,P,C)							
Act	Tax Code	Description	Effective Date	Expiration Date	<-- Last User Id	Update --> Date	
---	---	-----	-----	-----	-----	-----	
-	BKWITH	BACKUP WITH IND CONTR	08/27/1997	12/31/2069	PHFNC08	06/01/1999	
-	EIC	EARNED INCOME CREDIT	01/01/1998	12/31/2069	PHFNC47	09/22/2011	
-	FICA	SOCIAL SECURITY-OASDI	01/01/1998	01/01/1999	PHFNC02	07/02/1999	
-	FICA	SOCIAL SECURITY-OASDI	01/01/1999	12/31/1999	PHFNC08	12/17/1999	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2000	01/01/2001	PHFNC02	01/08/2001	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2001	01/01/2002	PHFNC08	12/28/2001	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2002	01/01/2003	PHFNC02	12/18/2002	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2003	01/01/2004	PHFNC02	01/06/2004	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2004	01/01/2005	PHFNC02	01/04/2005	
-	FICA	SOCIAL SECURITY-OASDI	01/01/2005	12/31/2005	PHFNC02	01/03/2006	
*Tax Code: _____							
Direct Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Help		Main	End	Bkwd	Fwd	Prnt	Quit

Your Action ...	System Response ...
4. Choose Add next to a selected code on the browse screen and press ENTER.	The Maintain Tax Code Table screen will appear. The effective date defaults to the current date, and the end date defaults to 12-31-2069. If a specific set of beginning and ending dates are needed, they must be entered.
5. Enter the following information: Tax Code: Enter a unique identifier for the code to be established. Effective Date: The system defaults to the current date in MM DD YYYY. This field is modifiable. Expire Date: The system defaults to an expiration date of 12 31 2069. This field is modifiable. Description: Enter a free text description of the type of tax.	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Priority Code: Enter the priority code to indicate what sequence the tax, earning or deduction is to be taken.</p> <p>Calc Cd: Enter code for the method of tax calculation - Flat tax, Tax table, or a Percentage.</p> <p>Tax Amount: Enter the dollar amount to be deducted each pay period if tax is a flat amount OR</p> <p>Tax Percent %: Enter the percentage of the taxable wage amount to be deducted each pay period if tax is a fixed percent.</p> <p>Maximum Amt: Enter the maximum amount to be deducted in a pay period, if applicable.</p> <p>Maximum Pct %: Enter the maximum percentage to be deducted in a pay period, if applicable.</p> <p>Matching Pct: Enter the percentage of the taxable wage base the employer is required to pay as a match, if applicable.</p> <p>Amt Exemption: Enter the standard amount allowed per exemption. This number will be multiplied by the number of exemptions on the employee's tax record to determine the exemption amount used to calculate taxable income.</p> <p>Max Wage Lim: Enter the maximum wage amount subject to the tax (<i>i.e.</i> FICA is only withheld on a set amount of an employee's calendar year taxable income).</p> <p>Max Wage Type: Enter Calendar, Fiscal or Monthly to specify how the wage limit is to be accumulated.</p> <p>Negative Ded: The system will default to No. Enter Yes if the tax code is allowed to accept a negative deduction amount.</p> <p>Exclude from Pay Stub: The system will default to No indicating the tax will be displayed on the pay stub. Enter Yes if the transaction will be excluded from display.</p> <p>Retirement Tax: The system will default to No. Enter Yes if the item is a tax for retirement.</p> <p>Paid By: Enter the code to indicate whether tax is paid by R for employer, E for employee or B for both.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Employer Object: Enter the object of expenditure code for the employer's payment of this item listed on the SAAS Table 1.</p> <p>Maximum Amount FYTD: The system will default to No. Enter Yes if there is a fiscal year maximum amount to be deducted.</p> <p>Contractor Object: Enter the object of expenditure code for the employer's share for contractors, if applicable.</p> <p>Liability Object: Enter the MAGIC liability code to offset the expense.</p> <p>*Vendor Code: Enter the vendor code listed on the SAAS Table Group 2.</p> <p>Tax Bases Affected: Indicates the wage bases of other taxes that are impacted by this tax being withheld. Note: The system will automatically populate this field when tax-exempt indicators are populated on tax codes. If a tax code is missing, it may be entered here.</p> <p>Inelig Employee Type: Indicates what eligibility sequence numbers are exempt from this tax. Only ten entries will be displayed. Completed by the system.</p> <p>Exempt Deductions: Indicates deductions that reduce the wage base for this tax. Entries are made when tax-exempt indicators are set on a deduction code. This field will be completed by the system. Only four are displayed.</p> <p>View More: To view all of the exempt deductions, enter Y.</p> <p>History?: To see the history of exempt deductions, enter Y.</p> <p>Exempt Earnings: Indicates earnings that are not included in the wage base for this tax. This field will be completed by the system. Entries are made when tax-exempt indicators are set on an earnings code. Only four are displayed.</p> <p>View More: To view all of the exempt earnings, enter Y.</p> <p>History?: To see the history of exempt earnings, enter Y.</p>	

Your Action ...	System Response ...
6. Press ENTER Note: If a new code is to be added with many of the same values as those of an existing code, C (Copy) may be entered beside the existing code and all data is copied as default values into a new record. Those values that should be different are entered as directed above.	The system will display the following message: TAX CODE XXXX-YY-MM-DD-YY-MM-DD added successfully

Tax Rate Table (MMRS ONLY)

The Maintain Tax Rate table contains data for calculating federal, state, and advanced earned income credit taxes based on filing statuses. These rates may change annually as mandated by State and Federal regulations.

Your Action ...	System Response..
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose TR (Maintain Tax Rate Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Maintain Tax Rate Table browse will appear.

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/30/2015
PHPCRT1B	PHPCRT1M	Maintain Tax Rate Table	12:06 PM

Actions: (A,D,M,P,C)

Ac	Tax Code	<-- Filing Status --> Cd Description	Effective Date	Expiration Date	<-- Last Update --> User Id Date
_	EIC	M Married, Both Fi	01/01/1998	12/31/1998	PHFNC02 01/08/1999
_	EIC	M Married, Both Fi	01/01/1999	12/31/1999	PHFNC08 01/01/2000
_	EIC	M Married, Both Fi	01/01/2000	12/31/2000	PHFNC02 01/08/2001
_	EIC	M Married, Both Fi	01/01/2001	12/31/2001	PHFNC02 01/07/2002
_	EIC	M Married, Both Fi	01/01/2002	01/01/2002	PHFNC02 01/06/2004
_	EIC	M Married, Both Fi	01/02/2002	12/31/2002	PHFNC02 01/06/2004
_	EIC	M Married, Both Fi	01/01/2003	12/31/2003	PHFNC02 01/06/2004
_	EIC	M Married, Both Fi	01/01/2004	12/31/2004	PHFNC02 01/05/2005
_	EIC	M Married, Both Fi	01/01/2005	12/31/2005	PHFNC02 01/03/2006
_	EIC	M Married, Both Fi	01/01/2006	12/31/2006	PHFNC02 01/02/2007

Tax Code: _____ Filing Status: _

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Bkwd Fwd Prnt Quit

Your Action ...	System Response..
4. Choose Add next to a selected code on the browse screen and press ENTER.	The Maintain Tax Rate Table screen will appear.

Earnings Code Table (MMRS ONLY)

The Earnings Code Table establishes the rules and codes for earnings. The earnings included can be wages, hours, overtime, bonuses, shift work, leave, or non-cash earnings. An employee can have multiple earnings codes with only a single warrant being issued. In addition, this table establishes edits for employee records, which also occur in Report Time.

The Earnings Code Table is relatively stable; however, a new code may be initiated by a change in legislation or at the request of an agency to handle a specific need for an agency. When an earnings code is marked exempt from taxes, then taxes that are exempt must be selected. This affects the tax exemption file.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose EC (Maintain Earnings Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Maintain Earnings Code Table browse will appear.

FMSAS23 PHV5		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			06/30/2015	
PHPCEC1B PHPCEC1M		Maintain Earnings Code Table			01:06 PM	
Action: (A,D,M,P,C)						
Ac	Earnings Code	Description	Effective Date	Expiration Date	<-- Last User Id	Update --> Date
--	-----	-----	-----	-----	-----	-----
-	ACCTM	ACCOUNTANCY BOARD TEST PROC	12/01/1999	12/31/2069	PHFNC08	01/10/2000
-	ACTGV	ACTING GOVERNOR	01/01/1998	12/31/2069	PHFNC08	02/18/2004
-	ACTSP	ACTING SPEAKER OF THE HOUSE	06/01/2004	12/31/2069	PHFNC08	08/02/2004
-	ADJST	ADJUSTED AS DOCK NEXT PAYRO	01/01/1998	12/31/2069	PHFNC08	06/19/2000
-	ADMIN	ADMINISTRATIVE LEAVE WITH P	01/01/1995	12/31/2069	PHFNC08	04/03/1998
-	ADPER	CW ADDTL PERSON	07/01/2009	12/31/2069	PHFNC47	07/28/2009
-	AMCPA	ATTY. GEN. P/T AMERICORE	03/01/2002	12/31/2069	PHFNC08	04/03/2002
-	AMCRA	ATTY. GEN. AMERICORE	12/29/2001	12/31/2069	PHFNC08	01/15/2002
-	AMCRE	EDUCATION AMERICORE	02/01/2001	12/31/2069	PHFNC08	10/24/2003
-	AMCRN	NMRC AMERICORE	01/01/2000	12/31/2069	PHFNC08	02/14/2001
Earnings Code: _____ Show Expired Codes: N						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help		Main	End	Bkwd	Fwd	Prnt
						Quit

Your Action ...	System Response ...
4. Choose Add next to a selected code on the browse screen and press ENTER.	The Maintain Earnings Code Table screen will appear.

FMSAS23 PHV5 PHPCEC2D PHPCEC2M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/30/2015 01:06 PM
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Earnings Code: _____ Effective Date: 06 30 2015 Expire Date: 12 31 2069
Description: _____

Dollar/Hours/Percent: _
 Dollar Amt: _____
 Percentage: _____ %
 Supplement Base: _
 *Category Code: _____
 Tax Method: M
 Frequency: _____
 old Additnl Comp Code: _

Max Dollar Amt: _____
 Always Paid: _ (Y/N)
 Variable Proportion: _ (Y/N)
 FLSA Calc: _
 Projectable: N
 Hourly Rate: _____
 Report from Report Time: _ (Y/N)

Accrual Ind: _ Accrual Code: _____ Earn Accrual: Y
 Agency Authority: N Occu Authority: N Pos Authority: N
 Report or Calculate: R Exclude From Direct Deposit: N Wage Base Excl: N
 Employee Object Code: _____ Contractor Object Code: _____ Contract Cat: _____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 Help Main End Quit

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Earnings Code: Enter a unique identifier for the code to be established.</p> <p>Effective Date: The system will default the current date in MM DD YYYY format. This field is modifiable.</p> <p>Expire Date: The system will default an expiration date of 12 31 2069. This field is modifiable.</p> <p>Description: Enter a free text description of the earnings code.</p> <p>Dollar/Hours/Percent: This determines whether the value entered is a flat dollar amount, a percentage to be applied to the base pay, or hours.</p> <p>Dollar Amount: The dollar amount of the earnings.</p> <p>Max Dollar Amt: The maximum dollar amount allowed to be entered.</p> <p>Percentage %: Percent to be applied to base pay.</p> <p>Always Paid (Y/N): The system will default to N if no entry is made. Indicates whether the earnings are to be paid each pay period.</p> <p>Supplement Base: The base against which the percent is to be applied (disposable income, gross pay, or hourly rate).</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Variable Proportion (Y/N): The system will default to N if no entry is entered. Indicates whether the earning is prorated when calculating partial pay period amounts.</p> <p>*Category Code: Indicates the type of earnings.</p> <p>FLSA Calc: Indicates for earnings entered in hours if hours will be used in the overtime hour's calculation.</p> <p>Tax Method: Indicates if earnings have a Flat tax rate applied, or are to be Merged with all other earnings for tax calculation. The system will default to M.</p> <p>Projectable: The system will default to N. Enter Yes if the earnings code is projectable in Wage, Salary and Fringe.</p> <p>Frequency: How often the earnings may be reported (monthly, daily, etc.).</p> <p>Hourly Rate: Enter the hourly rate paid for this earnings code if applicable.</p> <p>Old Additnl Comp Code: The code from the old SPB system for this additional compensation.</p> <p>Report from Report Time (Y/N): Indicates if this earnings code is to be reported from Report Time.</p> <p>Accrual Ind: Indicates whether hours entered Increases or Decreases a leave balance.</p> <p>Accrual Code: Code to identify type of leave balance affected.</p> <p>Earn Accrual: The system will default to Y. Indicates if hours entered are used to determine leave accrual earned.</p> <p>Agency Authority: The system defaults to N. Specifies if the earnings code must be authorized at the agency level before it can be used.</p> <p>Occu Authority: The system defaults to N. Specifies if the earnings code must be authorized at occupation level before it can be used.</p> <p>Pos Authority: The system defaults to N. Specifies if the earnings code must be authorized at the position level before it can be used.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Report or Calculate: Indicates whether the earnings come into the SPAHRS system through Report time or if it is to be Calculated by the system. The system defaults to R.</p> <p>Exclude From Direct Deposit: Indicates if an earnings type is excluded from the total for direct deposit. The system will default to N.</p> <p>Wage Base Excl: Indicates if there are any wage bases from which this type of earnings is excluded. If there are some to be excluded, enter Y. Position cursor on the Y and press ENTER to view the window.</p> <p>Employee Object Code: This is the object of expenditure code for these earnings listed on the SAAS Table 1.</p> <p>Contractor Object Code: This is the object of expenditure code for contractors listed on the SAAS Table 1, if applicable.</p> <p>Contract Cat: The contract category code.</p>	<p>A pop up window appears to make selections. Enter S beside any tax codes for which the earnings are excluded. Enter U if previously selected ones are to be unselected.</p>
<p>6. Press ENTER.</p> <p>Note: If a new code is to be added with many of the same values as those of an existing code, C (Copy) may be entered beside the existing code and all data will be copied as default values into a new record. Those values that should be different are entered as directed above.</p>	<p>The earnings code data has been added to the system.</p>

Deduction Code Table (MMRS ONLY)

The Deduction Code Table establishes the rules, limits, and codes for deductions. There are three categories of deductions: insurance, debt, and miscellaneous. An employee's individual record will be checked against this table and the rules established in this table will override data in the employee's record, if applicable. For instance, if an employee specifies in payroll to deduct less than required for health insurance, the system will default to the amount established in this table.

The Deduction Code table may be changed if an agency starts a new deduction for their employees or changes the vendor receiving the deduction. The codes will also change when new State Life and health Insurance contracts are executed by the Office of Insurance. The rates may change, or the vendor may change. When a deduction code is marked pre-tax, then taxes that are exempt must be selected. This affects the tax exemption file.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose DC (Maintain Deduction Code Table) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Maintain Deduction Code Table browse will appear.

FMSAS23		PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				06/30/2015	
PHPCDC1B		PHPCDC1M	Maintain Deduction Code Table				01:15 PM	
Action: (A,D,M,P,C)								
Ac	Ded Cde	Description	Prity Code	S T	Effective Date	Expiration Date	<- Last User ID	Update --> Date
-	-	-	-	-	-	-	-	-
-	ACSOC	AMERICAN CANCER SOCI	09120		04/01/2009	12/31/2069	PHFNC47	08/09/2012
-	AETNA	AETNA LIFE AND CAU C	06100		01/01/1999	12/31/2069	PHFNC47	08/09/2012
-	AFAMA	AFLAC AMERICAN FAMIL	06040		01/01/1995	12/31/2069	PHFNC47	08/09/2012
-	AFAMP	PRE-TAX AFLAC AMERIC	06040		01/01/1995	12/31/2069	PHFNC47	07/28/2014
-	AFLAA	AFLAC ACCIDENT POLIC	06040		01/01/1995	12/31/2069	PHFNC47	12/04/2012
-	AFLAP	PRE-TAX AFLAC ACCIDE	06040		01/01/1995	12/31/2069	PHFNC47	12/04/2012
-	AFLIA	AFLAC PERSONAL SICKN	06040		12/01/2002	12/31/2069	PHFNC47	08/09/2012
-	AFLIP	PRE-TAX AFLAC PERSON	06040		12/01/2002	12/31/2069	PHFNC47	08/09/2012
-	AGCFG	MDAC GIFT FUND	07530		04/01/2001	12/31/2069	PHFNC47	08/09/2012
-	AGCOC	CAREFLEX AGRICULTURE	05030		01/01/2013	12/31/2069	FMSAS08	01/02/2013
Deduction Code: _____ Show Expired Codes: N								
Direct Command: _____								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
Help Main End			Bkwd Fwd Prnt Quit					

Your Action ...	System Response ...
4. Choose Add next to a selected code on the browse screen and press ENTER.	The Maintain Deduction Code Table screen will appear.

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/30/2015
PHPCDC2D PHPCDC2M	Maintain Deduction Code Table	01:16 PM

Deduction Cd: _____ Effective Date: 06 30 2015 Expire Date: 12 31 2069
 Description: _____
 Priority Code: _____ Temporarily Suspend: _
 *Category: _____ Cafe: _

Dollar/Perc: _ *Perc Base: _
 Dollar Amt: _____ Maximum Amt: _____ Minimum Amt: _____
 Percent Amt: _____ % Max Percent: _____ % Bond Cost: _____
 Frequency: _____ Suspension Method: _____
 Vendor: _____
 Paid by: _ Mandatory: _ Pre-tax.: _ Deduct If No Reg Hours: N
 w2 Rpt Cls: _ Group Number Required: N Multiple Occurrences.: N

Ineligible Tp: _____ _1 of
 ----- Employer Matching -----
 Amount: _____ Percent: _____ % Exp Object: _____ Liab Object: _____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Bkwd Fwd Quit

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Deduction Cd: Enter a unique identifier for the code to be established.</p> <p>Effective Date: The system will default the current date in MM DD YYYY format. If a specific date is desired, it should be entered.</p> <p>Expire Date: The system will enter an expiration date of 12 31 2069. If a specific date is desired, it should be entered.</p> <p>Description: Enter a free text description of the deduction code.</p> <p>Priority Code: Indicates in which order the deduction should be taken.</p> <p>Temporarily Suspend: Indicates if the deduction is being suspended.</p> <p>*Category: Defines type of deduction.</p> <p>Cafe: Indicates whether the deduction code is under a Cafeteria plan, Eligible for placement under a cafeteria plan, or Not eligible for placement under a cafeteria plan.</p> <p>Dollar/Perc: Indicates how deduction is to be taken, <i>i.e.</i>, fixed amount or percentage of earnings.</p> <p>*Perc Base: Indicates whether percentage amount applies to gross pay, hourly rate or disposable income.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Dollar Amt: The fixed amount to be deducted, if applicable.</p> <p>Maximum Amt: The maximum amount that may be deducted per pay period.</p> <p>Minimum Amt: The minimum amount that may be deducted per pay period.</p> <p>Percent Amt %: Percentage to be deducted, if applicable.</p> <p>Max Percent %: Maximum percentage to be deducted.</p> <p>Frequency: Specifies how often the deduction is to be withheld.</p> <p>Suspension Method: Specifies what to do with the deduction if the employee has insufficient income for the deduction to be taken.</p> <p>Vendor: The vendor code for the vendor that will receive the deduction withheld from pay listed on the SASS Table Group 2.</p> <p>Paid By: Indicates whether deduction is paid by employee, employer or both.</p> <p>Mandatory: Specifies if deduction is Mandatory, Voluntary or Other.</p> <p>Pre-Tax: Enter Yes if deduction is pre-tax. Defaults to No. Note: If Y is chosen, a pop up window can be accessed to make selections. Position cursor on the Y and press ENTER to view the window.</p> <p>Deduct If No Reg Hours: The system will default to N. Indicates whether deduction should be taken if no regular hours are reported.</p> <p>W2 Rpt Cls: Determines where on the W2 the deduction should be reported, if applicable.</p> <p>Group Number Required: The system will default to N. Indicates if an insurance group number is required when the deduction is entered for an employee.</p> <p>Multiple Occurrences: The system will default to N. Indicates if there could be multiple occurrences of this deduction code for an employee.</p> <p>Ineligible Tp: Indicates eligibility sequence numbers that are ineligible for this deduction.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Amount: The dollar amount paid by the employer if applicable.</p> <p>Percent %: The percentage of pay paid by the employer as matching.</p> <p>Exp Object: The object of expense code for the employer paid amount listed on the SAAS Table 1.</p> <p>Liab Object: The liability code to offset the expense for this deduction listed on the SAAS Table 1.</p>	
<p>6. Press ENTER</p> <p>Note: If a new code is to be added with many of the same values as those of an existing code, C (Copy) may be entered beside the existing code and all data is copied as default values into a new record. Those values that should be different are entered as directed above.</p>	<p>The deduction code data has been added to the system.</p>

Browse Deductions by Priority Code

The Browse Deductions by Priority Code screen is used to view the list of all available payroll deductions sorted by the corresponding priority code. The information displayed includes Priority Code, Deduction Code, Description, ST, Effective Date, Expiration Date, and Last Update User ID and Date.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose BD (Browse Deductions by Priority Code) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Browse Deductions by Priority Code will appear.

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					06/30/2015
PHPCDC2B PHPCDC3M	Browse Deductions by Priority Code					01:52 PM
Prity Code	Ded Cde	Description	S T	Effective Date	Expiration Date	<-- Last User ID Update --> Date
00030	BOSMF	BOSWELL MEDIFLEX		01/01/1995	12/31/2069	PHFNC47 08/09/2012
00400	CLARP	PRE-TAX CLARENDON NA		01/01/1998	12/31/2010	PHFNC47 08/09/2012
00400	CLARA	CLARENDON NATIONAL I		01/01/1998	12/31/2010	PHFNC47 08/09/2012
00400	CENSP	PRE-TAX CENTRAL STAT		01/01/1998	12/31/2069	PHFNC47 08/09/2012
00400	AMRLA	AMERITAS DENTAL INSU		01/01/1998	12/31/2069	PHFNC47 11/07/2012
00400	CLIFP	PRE-TAX COMMERCIAL L		01/01/1998	12/31/2010	PHFNC47 08/09/2012
01010	ALATX	DEDUCTION FOR ALABAM		09/30/1996	12/31/1996	PHFNC02 09/30/1999
01010	VIRTX	DEDUCT FOR VIRGINIA		01/01/2002	12/31/2010	PHFNC47 08/09/2012
01010	WDCTX	DEDUCT FOR WASH DC T		01/01/2002	12/31/2010	PHFNC47 08/09/2012
01020	ALLOD	DEDUCTION FOR ALABAM		01/01/1995	08/31/2012	PHFNC47 09/17/2012
01100	PARKA	PEARL ST PARKING		01/01/1999	12/31/2010	PHFNC47 08/09/2012
02010	SLIFA	STATE LIFE INSURANCE N		01/01/1995	08/31/2004	PHFNC08 09/13/2004
02010	SLIFA	STATE LIFE INSURANCE N		09/01/2004	11/30/2013	FMSAS08 11/19/2013
Priority Code: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help Main End				Bkwd Fwd		Quit

Browse Deduction Table by Vendor Code

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PT (Earnings, Tax, and Deduction Tables) from the Payment Menu and press ENTER.	The Earnings, Tax, and Deduction Tables Menu will appear.
3. Choose BV (Browse Deduction Table by Vendor Code) from the Earnings, Tax, and Deduction Tables Menu and press ENTER.	The Browse Deduction Table by Vendor Code will appear.

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					06/30/2015
PHPCDC6B PHPCDC6M	Browse Deduction Table by Vendor Code					02:18 PM
Vendor Code	Ded Code	Description		Effective Date	Expiration Date	<- Last User ID Update --> Date
V0000034960	CENCF	CAREFLEX-CENTRAL MS		01/01/1995	06/30/2012	PHFNC47 09/05/2012
V0000034960	CENCF	CAREFLEX-CENTRAL MS		07/01/2012	12/31/2069	PHFNC47 09/05/2012
V0000034960	CENMF	MEDIFLEX-CENTRAL MS		01/01/1995	12/31/2069	PHFNC47 08/09/2012
V0000054371	BOSDC	BOSWELL CAREFLEX		01/01/1995	12/31/2069	PHFNC47 08/09/2012
V0000054371	BOSMF	BOSWELL MEDIFLEX		01/01/1995	12/31/2069	PHFNC47 08/09/2012
V0000062730	EGLAS	ELLISVILLE GLASS FU		01/01/2001	06/30/2012	PHFNC47 08/29/2012
V0000076600	IMEPA	METROPOLITAN LIFE I		02/01/2006	12/31/2069	PHFNC47 08/09/2012
V0000076600	IMEPP	PRE-TAX METROPOLITA		02/01/2006	12/31/2069	PHFNC47 08/09/2012
V0000076604	IMLIA	METROPOLITAN LIFE I		11/01/2010	12/31/2069	PHFNC47 08/09/2012
V0000076604	IMLIP	PRE-TAX METROPOLITA		11/01/2010	12/01/2069	PHFNC47 08/09/2012
V0000118320	CUDOT	MDOT FEDERAL CREDIT		01/01/1995	12/31/2069	PHFNC47 08/09/2012
V0000118320	CUMHD	MS HIGHWAY DEPARTME		01/01/1995	10/31/2006	PHFNC08 10/25/2006
V0000118320	CUMHD	MS HIGHWAY DEPARTME		01/02/1995	06/30/2012	PHFNC47 08/29/2012
Vendor Code: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help Main End				Bkwd Fwd		Quit

Other Payroll Tables

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/08/2015
PHIMAINU PHIMAINM Other Payroll Tables Menu 09:33 AM

Code Description FastPath
AL Maintain Leave Accruals Table ACCR
HO Maintain Holiday Table HOLI
PP Maintain Pay Parms Table PARM
UP Maintain Uniform Premiums Table UPRM
GR Browse Garnishment Rate Table GARN
BP Browse Pay Dates BRPD
MP Maintain Pay Date PYDT
BA Browse Agency Work cycles BRAW
MA Maintain Agency work cycle Dates AGWC
LF Life/Health Ins. Coverage Batch Update LFBU
DH Download of Holiday Table HTDL

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Quit

```

Holiday Table (MMRS ONLY)

The Holiday Table is used to establish the schedule for all state holidays and to populate the time sheets for each pay period. This table also establishes alternate holidays to be used if an employee does not work on the established holiday and must take off another day for the holiday.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose HO (Maintain Holiday Table) from the Other Payroll Tables Menu press ENTER.	The Maintain Holiday Table will appear.

```
FMSAS23   PHV4      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    07/08/2015
PHPTHT1D  PHPTHT1M          Maintain Holiday Table              09:07AM

Action: = (A,B,D,M) Year: ____ Holiday Type: _ Regular='H' Teacher='A','T'
                                           1 of 125

Holidays.: __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____
Alternate:  __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____

Holidays.: __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____
Alternate:  __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____

Holidays.: __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____
Alternate:  __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____

Holidays.: __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____
Alternate:  __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____

Holidays.: __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____
Alternate:  __ __ ____           __ __ ____           __ __ ____           __ __ ____           __ __ ____

LastUpdtTm:                               LastUpdtUser/Pgm:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help Main End                                Bkwd Fwd                                  Quit
```

Your Action ...	System Response ...
<p>4. Choose Modify and enter the following information:</p> <p>Year: Enter the year you wish to view.</p> <p>Holiday Type: Choose H for regular holidays or T for teacher holidays.</p>	<p>The Holiday Table will appear with dates for scheduled holidays and alternate dates.</p>
<p>5. Press ENTER.</p>	
<p>6. The dates for holidays may be added and/or changed at this point. When entries have been made, press ENTER.</p>	<p>The system will respond with the message that holidays have been modified successfully.</p>

Leave Accruals Table (MMRS ONLY)

The Leave Accruals Table is used to control the leave balances and accruals for all eligible positions. This table is used to determine the amount of personal and medical leave to give an employee based on the number of hours worked and the state hire date for the employee.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose AL (Maintain Leave Accruals Table) from the Other Payroll Tables Menu and press ENTER.	The Maintain Leave Accruals Table will appear.

Your Action ...	System Response ...
Continued. Alternate Accrual Hours: For Actual Hours Worked: The number of hours accrued based on actual hours worked used to calculate accruals for employees paid for less than a full month. Step Down Accruals: The accrual codes that are to be sequentially decreased if the original accrual code balance is insufficient to meet the requested accrual amount taken.	
5. Press ENTER.	The system will respond with a message that the record has been added or modified successfully.

Maintain Pay Date Table (MMRS ONLY)

The Pay Date Table is only updated by MMRS Operations at the request of Bureau of Financial Control (BFC). Operations will receive a fax or email requesting that the pay dates be set up for a frequency for specific pay periods. This table is updated with run numbers the first time a preliminary payroll is run against the pay period. Additions and modifications may also be made by accessing the screen through the Browse Pay Date Table.

For supplemental payrolls (frequency P), the pay date is entered on the supplemental release. On the Pay Date Table, the pay period end date and the pay date should always be the same. If it is necessary for them not to be the same, users must be advised to enter the pay period end date that has been set up on the table and not the actual pay date. Also, for supplemental payrolls, the pay period start date should always be the first day of the month.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose MP (Maintain Pay Date) from the Other Payroll Tables Menu and press ENTER.	The Maintain Pay Date screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	07/08/2015
PHPCCCL4D PHPCCCL4M	Maintain Pay Date	10:02 AM

*Action: = (A,B,C,D,M,N,P)

*Pay Frequency.....: _
 Pay Period End Date..: _____ (MMDDYYYY)

Pay Period Start Date: _____ (MMDDYYYY)
 Pay Date.....: _____ (MMDDYYYY)

Payroll Run Number...:
 Report Time Creation..:

Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action ...	System Response ...
<p>4. Choose Add and enter the following information:</p> <p>*Pay Frequency: Enter the frequency the pay date entry is being established for.</p> <p>Pay Period End Date (MMDDYYYY): Enter the last date in the pay period.</p> <p>Pay Period Start Date (MMDDYYYY): Enter the first date in the pay period.</p> <p>Pay Date (MMDDYYYY): Enter the date the payroll is to be paid.</p> <p>Payroll Run Number: System will populate once the first preliminary payroll is run against this pay period.</p> <p>Report Time Creation: Field not used.</p>	
5. Press ENTER.	The pay date entry will be added to the table.

Browse Pay Dates

The Browse Pay Dates screen is used to view the list of pay dates in the system sorted by the pay frequency. The information displayed includes Pay Frequency, Pay Period End Date, Pay Period Start Date, Pay Date, and Payroll Run Number. The Maintain Pay Dates screen may be accessed from this browse screen by selecting one of the available actions next to a pay date and pressing ENTER.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose BP (Browse Pay Dates) from the Other Payroll Tables Menu and press ENTER.	The Browse Pay Dates screen will appear.

FMSAS23 PHV4		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				07/08/2015
PHPCCCL5B PHPCCCL5M		Browse Pay Dates				11:17 AM
Actions: (A,D,M,P)						
	Pay	Pay Period	Pay Period		Payroll	
*Act	Frequency	End Date	Start Date	Pay Date	Run Number	

—	X	04/03/2015	03/28/2015	04/08/2015	5512	
—	X	03/27/2015	03/21/2015	04/01/2015	5508	
—	X	03/20/2015	03/14/2015	03/25/2015	5503	
—	X	03/13/2015	03/07/2015	03/18/2015	5493	
—	X	03/06/2015	02/28/2015	03/11/2015	5486	
—	X	02/27/2015	02/21/2015	03/04/2015	5479	
—	X	02/20/2015	02/14/2015	02/25/2015	5472	
—	X	02/13/2015	02/07/2015	02/18/2015	5464	
—	X	02/06/2015	01/31/2015	02/11/2015	5460	
—	X	01/30/2015	01/24/2015	02/04/2015	5451	
—	X	01/23/2015	01/17/2015	01/28/2015	5442	
—	X	01/16/2015	01/10/2015	01/21/2015	5435	
*Pay Frequency: = Pay Period End Date: — — —						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help		Main	End	Add	Bkwd	Fwd
						Quit

Your Action ...	System Response ...
4. Choose Display next to the selected record and press ENTER.	The Maintain Pay Date screen will appear.

Maintain Agency Work Cycle Table (MMRS ONLY)

The Agency Work Cycle Table is used by an agency for calculations of overtime based on the work start date of the work cycle and the length of the work cycle. Sample work cycles would be a standard 7-day week, a 28-day cycle for law enforcement personnel or a 14-day cycle for hospital personnel. Additions and modifications may also be made by accessing the screen through the Browse Agency Work Cycle.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu press ENTER.	The Other Payroll Tables Menu will appear.

Your Action...	System Response...
3. Choose MA (Maintain Agency Work Cycle Dates) from the Other Payroll Tables Menu and press ENTER.	The Maintain Agency Work Cycle Dates screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/08/2015 PHPCECSD PHPCECSM Maintain Agency work cycle Dates 11:24 AM *Action: = (A,B,D,M,N,P) *Agency Number...: ____ *Work Cycle Code: ____ Start Date.....: __ __ ____ End Date.....: __ __ ____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit

Your Action...	System Response...
4. Choose Add and enter the following information: *Agency number: Enter the agency number the work cycle is being established for *Work Cycle Code: Select the work cycle code. Start Date: Enter the date the work cycle takes effect. End Date: Enter the last date the work cycle will be in effect. When setting this up, default the end date to 12/31/2069, then count backwards to select an end date in the future that will be correct for this work cycle.	
5. Press ENTER.	The work cycle will be added to the table.

Browse Agency Work Cycles

The Browse Agency Work Cycle screen is used to view various work cycle needs of the agencies. Work cycles are used in the overtime calculation process and are used by the Report Time and Calculate Pay processes.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose BA (Browse Agency Work Cycle) from the Other Payroll Tables Menu and press ENTER.	The Browse Agency Work Cycle screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	07/08/2015
PHPCECTB PHPCECUM	Browse Agency work cycles	12:17 PM

Actions: (A,D,M,P)
Agency Wk Cyc

*Act	Number	Code	Start Date	End Date	work cycle Description
*** End of Data ***					

*Agency: ____ *work cycle code: __ Start Date: __ __ ____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Add Bkwd Fwd Quit

Your Action ...	System Response ...
4. Choose Display next to the selected record and press ENTER.	The Maintain Agency Work Cycle Dates screen will appear.

Maintain Pay Parm's Table (MMRS ONLY)

The Pay Parm's Table identifies earnings codes used in converting extra hours worked into extra hours for overtime and extra hours for agency time. This table is also used to identify certain other unique earnings codes and to set the number of hours for edits.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu press ENTER.	The Payment Menu will appear.

Your Action...	System Response...
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose PP (Maintain Pay Parm's Table) from the Other Payroll Tables Menu and press ENTER.	The Maintain Pay Parm's Table screen will appear.

```

FMSAS23  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHPWPA1D  PHPWPA1M          Maintain Pay Parm's Table                      01:07PM

Action:  _ (D,M)

Regular Earnings - Scheduled:  ____  Unscheduled:  ____  Holiday:  ____

Hours Per Week:  _  Max Dollars:  _____

Hours Per Day Warning:  _  Max Perc Related Deductions:  _____

Earnings Code: Extra Hours...:  ____
                  Agency Comp...:  ____  Max Agency Comp Forward:  _____
                  FLSA   Comp...:  ____
                  Over Time....:  ____  Agency Time.....:  ____
                  Life Imputed :  ____
After Tax Life Deduction....:  ____

Tax Codes:  ____  ____  ____  ____  ____

Direct Command:  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
          Help Main End                               Quit

```

Your Action...	System Response...
<p>4. Choose Modify and enter the following information:</p> <p>Regular Earnings – Scheduled: Enter the earnings code used to populate timesheets with regular hours worked.</p> <p>Unscheduled: Enter the earnings code used to enter hours worked for hourly paid individuals.</p> <p>Holiday: Enter the earnings code that identifies the day as a paid holiday.</p> <p>Hours Per Week: Enter the standard number of work hours per week.</p> <p>Max Dollars: Enter the maximum amount of earnings in dollars that can be entered at one time.</p> <p>Hours Per Day Warning: Enter the maximum number of hours that may be entered for a day. If total hours entered for a day exceed this amount, a warning message will be returned.</p>	

Your Action...	System Response...
<p>Continue entering the following information:</p> <p>Max Perc Related Deductions: Enter the maximum percent that may be entered for a deduction code (This parm is not used by SPAHRS)</p> <p>Earnings Code:</p> <p>Extra Hours..: Enter the earnings code used to identify extra hours worked on the timesheet</p> <p>Agency Comp..: Enter the earnings code used in the calculation process to identify hours as agency comp time earned.</p> <p>Max Agency Comp Forward: Enter the maximum number of hours of agency comp that may be carried over from one fiscal year to the next.</p> <p>FLSA Comp: Enter the earnings code used in the calculation process to identify hours as comp time earned for FLSA overtime.</p> <p>Over Time: Enter the earnings code used in the calculation process to identify hours and dollars paid for FLSA overtime.</p> <p>Agency Time: Enter the earnings code used in the calculation process to identify hours and dollars earned for extra hours due at straight time.</p> <p>Life Imputed: Enter the earnings code used in the calculations process to identify the calculated value of group term life insurance in excess of \$50,000.</p> <p>After Tax Life Deduction: Enter the deduction code used for the after tax state life insurance deduction. (This code used by regular state employees, not members of the legislature)</p> <p>Tax Codes: Enter the tax codes available.</p>	
5. Press enter.	Entries will be updated to the Pay Params Table.

Maintain Uniform Premiums Table (MMRS ONLY)

The Uniform Premiums Table stores the Uniforms Premiums Table as published by the IRS. This table is used to calculate the taxable value of providing group term life insurance in excess of \$50,000.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose UP (Maintain Uniform Premiums Table) from the Other Payroll Tables Menu and press ENTER.	The Maintain Uniform Premiums Table will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM PHPTUP1D PHPTUP1M Maintain Uniform Premiums Table	07/08/2015 01:07PM
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Action: _ (A,B,C,D,M,N)

Uniform Premium Type.....: _

Starting Age Range.....: 0__

Ending Age Range.....: 0__

Monthly Cost Per Thousand: _____

Effective Date.....: _____

Expiration Date.....: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Prnt Quit

Your Action...	System Response...
<p>4. Choose Add and enter the following information:</p> <p>Uniform Premium Type: Enter U to indicate the Uniform Premiums Table. There is no other type.</p> <p>Starting Age Range: Enter the lower limit of the age group.</p> <p>Ending Age Range: Enter the upper limit of the age group.</p> <p>Monthly Cost Per Thousand: Enter the value associated with this age group.</p> <p>Effective Date: Enter the date this entry goes into effect.</p> <p>Expiration Date: Enter the date this entry is no longer in effect for the age group.</p>	
5. Press ENTER.	Entries will be added to the table.

Maintain Garnishment Rate Table (MMRS ONLY)

The Maintain Garnishment Rate Table is used to limit the amount of disposable earnings that may be garnished. This table records the limitations set forth by Title III of the Consumer Credit Protection Act, administered by the U.S. Department of Labor.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose GR (Browse Garnishment Rate Table) from the Other Payroll Tables Menu and press Enter.	The Browse Garnishment Rate Table screen will be displayed.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				07/08/2015	
PHPCGA1B	PHPCGA1M	Browse Garnishment Rate Table				01:52 PM	
(A,D,M)	Effective	Pay	Expiration	<-----	Last Update	>-----	
Act	Date	Freq	Date	User Id	Date & Time		
---	-----	---	-----	-----	-----		
-	08/01/2009	X		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	W		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	S		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	R		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	M		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	L		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	K		YYP1526U	09/14/2009	11:10:46.7	PM
-	08/01/2009	B		YYP1526U	09/14/2009	11:10:46.7	PM
-	07/01/1997	X	07/31/2009	YYP1526U	09/14/2009	11:10:46.7	PM
-	07/01/1997	W	07/31/2009	YYP1526U	09/14/2009	11:10:46.7	PM
-	07/01/1997	S	07/31/2009	YYP1526U	09/14/2009	11:10:46.7	PM
-	07/01/1997	R	07/31/2009	YYP1526U	09/14/2009	11:10:46.7	PM
Effective Date:		*Pay Frequency: _		Expiration Date:			
(MMDDYYYY)				(MMDDYYYY)			
Direct Command:							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Help Main End				Bkwd Fwd		Quit	

Your Action...	System Response...
4. Choose Add or Modify next to the selected record and press ENTER	The Maintain Garnishment Rate Table screen will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	07/08/2015
PHPCGA1D PHPCGA2M	Maintain Garnishment Rate Table	01:07 PM

Action M (A,C,D,M,N,P)

Pay Freq: X Effective Date.: 08012009 Expiration Date: 12312069
(MMDDYYYY) (MMDDYYYY)

Lower Limit	Upper Limit
-----	-----
____0.00	____217.50
____217.50	____290.00

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

Your Action...	System Response...
<p>5. Enter the following information:</p> <p>Pay Frequency: Enter the payroll frequency the information is being established for.</p> <p>Effective Date (MMDDYYYY): Enter the effective date of the table value.</p> <p>Expiration Date (MMDDYYYY): Enter the expiration date of the table value.</p> <p>Lower Limit: Enter the lower limit of disposable earnings, which indicates no earnings may be garnished.</p> <p>Upper Limit: Enter the upper limit of disposable earnings, which indicates no earnings may be garnished.</p> <p>Lower Limit (second line): Enter the lower limit of disposable earnings, which indicates a limited amount of garnishment may be withheld.</p> <p>Upper Limit (second line): Enter the upper limit of disposable earnings, which indicates a limited amount of garnishment may be withheld. Disposable earnings above this limit may be garnished at the prevailing rate, based on the type of garnishment.</p>	
6. Press ENTER.	The Garnishment Rate Table will be updated with the entries.

Life/Health Insurance Coverage Batch Update (MMRS ONLY)

The Life Insurance Coverage Batch Update screen is used to make changes to life insurance coverage.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose LF (Life/Health Ins. Coverage Batch Update) from the Other Payroll Tables Menu and press ENTER.	The Life/Health Ins. Coverage Batch Update screen will appear.

```

FMSAS23  PHV4      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      07/08/2015
PHOMLF1P PHOMLF1M      Life/Health Ins. Coverage Batch Update      01:58 PM

          Date          Factor
Previous Values:  11/21/1997    2.00000    Life Ins Coverage =
                  09/01/2004    2.00000    Annual Salary * Factor
                                           Rounded up to nearest $1000

          New Value: Date  :  _  _  _
                   Factor:  _

          New / Amended life Insurance Deductions :  _

Health Insurance Batch Update : Submit(Y/N):  _

Direct Command:  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                               Quit
  
```

Your Action...	System Response...
4. Enter the following information: Previous Values: Date: The system will display the effective date of previous information entered. Factor: The system will populate the previous information entered. New Value: Date: Enter the date the new factor will become effective. Factor: Enter the new factor.	

Your Action...	System Response...
Continue entering the following information: New/Amended Life Insurance Deductions: Enter "Y" if there are new amended life insurance deductions. Health Insurance Batch Update: Submit (Y/N): Enter "Y" to submit the job. **Warning... This action updates all records both Active and Expired.	
5. Press ENER.	The Life/Health Ins. Coverage Batch Update will have been submitted.

Download of Holiday Table

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose OT (Other Payroll Tables) from the Payment Menu and press ENTER.	The Other Payroll Tables Menu will appear.
3. Choose DH (Download of Holiday Table) from the Other Payroll Tables Menu and press ENTER.	The Download of Holiday Table screen will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/08/2015 PHPTTHTD PHPTTHTM Download of Holiday Table 02:00 PM
<p style="text-align: center;"> Holiday Type: _ (Regular='H' Teacher='T') Holiday Year: ____ </p> <p style="text-align: center;">File Name:</p> <p>Direct Command: _____</p> <p> Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Quit </p>

Your Action...	System Response...
4. Enter the following information: Holiday Type: Enter "H" for Regular and "T" for Teachers. Holiday Year: Enter the year to be downloaded.	
5. Press ENTER.	The batch job submission screen will appear.
6. Press ENTER.	The system will populate the following message: The job has been submitted successfully.
7. The system will populate the File Name to be downloaded.	